



Renew Your License On-Line

To expedite processing your Maryland pharmacist license renewal, please use the Board's new Pharmacist Online Renewal System, follow the instructions below.

Before you begin, you will need:

- 1) Your Maryland Pharmacist License and Social Security Number
- 2) A printer, to print a copy of your Application and Invoice or Receipt.
- 3) Microsoft Internet Explorer
- 4) Your ACPE or Maryland Board of Pharmacy approved Continuing Education records.
- 5) Your VISA, MASTERCARD, or check book/money order (if mailing in payment).

To Renew Online:

- 1) Go to the Board's web site at www.mdbop.org and click on RENEW ONLINE, then select RENEW PHARMACIST LICENSE ONLINE.
- 2) Read the Instructions and click CONTINUE to proceed to the Login Screen.
- 3) Enter your Login ID = (Your Maryland Pharmacist License Number, include leading zeroes)
- 4) Enter your initial Password = (Last 4 digits of your Social Security Number).
- 5) Click the box to CHANGE YOUR PASSWORD and then continue. If you forget your password, eMail the Board at mdbop@dhhm.state.md.us.
- 6) Fill in the information as requested, some places may be already filled out for you.
- 7) If you need to stop to collect additional Continuing Education information, click SAVE and then you may Exit and Return Later.
- 8) Preview and print a copy of your application.
- 9) Prior to selecting a method of payment, you must affirm that the information you provided is correct to the best of your ability.

Payment Methods:

- 1) Select VISA or MASTERCARD Credit Card Payment. Only CLICK ONCE to confirm payment. Applications will be processed within 1-2 business days. This is not for debit cards and the system does not accept American Express.
- 2) Select PAYMENT BY MAIL to mail in your check or money order to the Board of Pharmacy. Your license will not be processed until payment is received.

IMPORTANT NOTICE:

- 1) You may only renew online if your license will expire within the next 60 days. If your license will expires in more than 60 days, you will need to wait to use the online system.
- 2) You may not use the system after your license has expired. You must complete the entire process before your license expires. Contact the Board before your license expires if you are unable to complete your application online for any reason.
- 3) If you wish to renew online, you must do so **more than 5 days prior to the end of the expiration month**. Only paper applications are accepted the last 5 days of the expiration month.